

TO AL NAVADMIN(uc)
CC CNO WASHINGTON DC(uc)

PASS TO OFFICE CODES:

R 040037Z DEC 04

FM CNO WASHINGTON DC//DNS//

TO NAVADMIN

UNCLAS

NAVADMIN 274/04

MSGID/GENADMIN/CNO WASHINGTON DC/DNS/-/DEC//

SUBJ/PERSONNEL SECURITY INVESTIGATIONS PROCESS CHANGE//

REF/A/NAVADMIN 261-03/CNO/261400ZSEP2003//

REF/B/DOC/N09N2/SER 3U532539/CNO/YMD:20031114//

REF/C/DOC/N09N2/SER 4U692337/CNO/YMD:20041004//

REF/D/MSG/BANIF/271452Z OCT 2004//

NARR/REF A ANNOUNCED THE TRANSITION OF PERSONNEL SECURITY INVESTIGATIONS (PSI) FROM THE DEFENSE SECURITY SERVICE (DSS) TO THE OFFICE OF PERSONNEL MANAGEMENT (OPM) EFFECTIVE 1 OCTOBER 2003. REF B PROVIDED ADDITIONAL GUIDANCE CONCERNING TRANSITION DELAYS AND PSI REQUEST PROCEDURES. REF C IS N09N2 MEMO DIRECTING THE DISCONTINUATION OF SUBMITTING ELECTRONIC REQUESTS VIA DSS. REF D IS BANIF MESSAGE DIRECTING THE DISCONTINUATION OF SUBMITTING ELECTRONIC REQUESTS VIA DSS.//

POC/STEPHENS, FRANCINE/GS-12/N09N2/LOC: WASHINGTON DC

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RMKS/1. REFS A AND B PROVIDED GUIDANCE ON PREPARING AND SUBMITTING PSI REQUESTS DURING THE PSI TRANSITION, INCLUDING THE OPTION OF MAILING PAPER REQUESTS DIRECTLY TO OPM'S FEDERAL INVESTIGATIONS PROCESSING CENTER (FIPC) OR ELECTRONICALLY FORWARDING REQUESTS VIA DSS USING THE ELECTRONIC PERSONNEL SECURITY QUESTIONNAIRE (EPSQ). DURING THIS TRANSITION OVER 50 PERCENT OF PSI REQUESTS FORWARDED ELECTRONICALLY VIA DSS COULD NOT BE OPENED; MOSTLY DUE TO MISSING INFORMATION, MISSING FINGERPRINT CARDS OR MISSING SIGNED RELEASE FORMS.

2. BASED ON THESE FAILURES COMMANDS ARE DIRECTED TO DISCONTINUE SUBMITTING ELECTRONIC REQUESTS VIA DSS. ALL PSI REQUESTS WILL BE PREPARED FOLLOWING GUIDANCE FOUND AT WWW.NAVYSECURITY.NAVY.MIL AND MAILED TO OPM AT ONE OF THE FOLLOWING ADDRESSES: FOR DON CIVILIANS AND MILITARY ACCESSIONS (ONLY) MAIL TO US OPM, FIPC, PO BOX 618, 1137 BRANCHTON ROAD, BOYERS, PA 16018-0618. FOR ALL OTHER MILITARY PERSONNEL MAIL TO US OPM, FIPC, PO BOX 49, 1137 BRANCHTON ROAD, BOYERS, PA 16018-0618.

3. COMMANDS THAT USED THE EPSQ OPTION TO SUBMIT PSI ELECTRONIC REQUESTS TO DSS AFTER 1 OCT 03 ARE DIRECTED TO CHECK THE JOINT PERSONNEL ADJUDICATION SYSTEM (JPAS) TO DETERMINE IF THE INVESTIGATION IS PENDING. IF THE INVESTIGATION IS PENDING, THERE IS NO FURTHER ACTION NECESSARY. IF IT IS NOT PENDING, CHECK THE DSS EPSQ RECEIPT SYSTEM ON THE DSS WEB SITE AT WWW.DSS.MIL TO DETERMINE IF DSS IS HOLDING THE REQUEST PENDING RECEIPT OF MISSING INFORMATION. DSS IS CURRENTLY HOLDING OVER 10,000 INCOMPLETE NAVY REQUESTS, BREAKDOWN AS FOLLOWS:

0-90 DAYS 834

90-180 DAYS 1229

180+ DAYS 8271

4. IF THE DSS EPSQ RECEIPT SYSTEM INDICATES DSS IS HOLDING THE PSI REQUEST, AND THE "RECEIVED" DATE OF THE REQUEST IS LESS THAN 90 DAYS AGO, MAIL THE MISSING INFORMATION TO DSS IMMEDIATELY. DSS WILL TERMINATE REQUESTS ON HOLD IN THEIR SYSTEM FOR MORE THAN 90 DAYS. IF THE EPSQ RECEIPT SYSTEM INDICATES THE PSI REQUEST WAS RECEIVED MORE THAN 90 DAYS AGO, PREPARE A COMPLETELY NEW PSI REQUEST FOLLOWING THE WWW.NAVYSECURITY.NAVY.MIL PSI GUIDELINES AND MAIL

EVERYTHING DIRECTLY TO OPM AT ADDRESS PROVIDED ABOVE.

5. DETAILED GUIDANCE CONCERNING PSI REQUESTS AND TRANSITION ISSUES IS POSTED AT WWW.NAVYSECURITY.NAVY.MIL. DO NOT CONTACT OPM FOR GUIDANCE.

6. RELEASED BY VADM A. T. CHURCH, DIRECTOR, NAVY STAFF.///

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